



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: **ACTION:** Travel Charge Card Delinquencies

Date: **AUG - 7 2000**

From: Assistant Administrator for Financial  
Services/CFO

Reply to  
Attn. of:

To: FAA Management Board  
Regional Administrators/Center Directors  
Heads of Offices and Services

This is a follow-up to my memorandum dated April 10 on the same subject. As of June 30, our serious delinquencies have decreased from \$864,311 to \$128,224. These numbers are misleading because 126 accounts have been removed from our reports and have been submitted by Citibank for collection or sent directly to its attorneys for litigation. These accounts total \$616,586. This is an embarrassment to the agency and we must stress to our employees the importance of paying their travel charge card bills.

Employees should be made aware that their travel charge card can be suspended at 60 days delinquent and cancelled for the following reasons: (1) The account has been suspended twice during a 12-month period for undisputed amounts and is again past due; (2) the account is 120 days past due for undisputed amounts, and the procedures for suspension of the account have been met; and (3) use of the card for other than authorized purchases and cancellation is approved by the agency program coordinator.

The travel charge card policy is established by the Department. The central account for charging airline tickets can only be used for infrequent travelers. If an employee loses the privilege of using the travel charge card because of suspension or cancellation, the employee is responsible for travel using alternative methods, i.e., a personal charge card. An employee using an alternative method to procure an airline ticket is not entitled to the Government City Pair Airline fares. Reimbursement will only be in the amount the Government would have incurred had the employee used the Government contractor-issued charge card. This could be very costly to the employee.

Again, I appreciate your efforts in this area and hope this additional information will better inform your employees of the consequences associated with the suspension and cancellation of the travel charge card.

A handwritten signature in cursive script, appearing to read "Donna R. McLean". The signature is fluid and stylized, with the first name "Donna" being the most prominent part.

Donna R. McLean